

Enable eUpload for eTMF

eUpload must be enabled for your eTMF tenant before group and workflow-related configuration can take place.

To enable eUpload, a Support representative must perform the following steps:

1. From the **More** Menu on the User Home Page, select **Administration**.
2. Select **System Administration** from the **Administration** Menu.
3. Select the **eUpload** tab.
4. Select the **eUpload Enabled** check box.
5. Select **Save** from the Actions menu in the System Administration header.
6. Select the **eUpload Enabled** check box.
7. Select **Save** from the **Actions** Menu in the System Administration header.